

Blocking Text

Define a block

1. Position cursor at start of block
2. Press **CTRL S**
3. Position cursor at end of text
4. Press **CTRL E**

or

1. Position cursor at start of block
2. Press **CTRL X**
3. Type **W, S, G, P,** or **E**
4. Type **B** or press **BREAK**

Start block-actions

	CTRL B
adjust block	A
copy block	C
delete block	D
freeze or unfreeze block	F
hyphenate block	H
change block linespacing	L
move block	M
print block	P
search block	S

Viewing Formatting Codes

Turn on/off video display of tabs, paragraph markers, print codes

CTRL V

Editing with Blocks

Adjust a block to a new format line

1. Define a block of text
2. Position cursor on paragraph using new format line
3. Use block-action command **A**

Copy a block of text

1. Define a block of text
2. Use block-action command **C**
3. Position cursor at desired location
4. Press **CTRL R**

Delete a block of text

1. Define a block of text
2. Use block-action command **D**

Freeze text from reformatting

1. Define a block of text
2. Use block-action command **F**

Printing

Print document

1. Press **CTRL P**
2. Answer the Print prompts
3. Press **ENTER**

Print block of text

1. Define a block of text
2. Use block-action command **P**
3. Answer Print prompts
4. Press **ENTER**

Interrupt printing

BREAK

Hyphenate a block of text

1. Define a block of text
2. Use block-action command **H**

Change linespacing of a block

1. Define a block of text
2. Use block-action command **L**
3. Type new linespacing value (+ represents half line)

Move a block of text

1. Define a block of text
2. Use block-action command **M**
3. Position cursor at desired location
4. Press **CTRL R**

Search for text within a block

1. Define a block of text
2. Use block-action command **S**
3. Type the search characters
4. Press **ENTER**

Begin and end (Print control codes)

underscore	CLEAR -
double underscore	CLEAR =
bold print	CLEAR +
strike through	CLEAR /

Advance one half line for subscript **CLEAR -**

Reverse one half line for superscript **CLEAR ***

Pause printer **CLEAR ?**

Move to top of form **CLEAR >**

Programming and Executing User Keys

Program a user key

1. Press **CTRL U** to begin programming
2. Type the user key number (**0-9**)
3. Type up to 127 keystrokes
4. Press **CTRL U** to end programming and store sequence

Execute a user key

1. Position cursor where key sequence is to begin
2. Press **CTRL** and the user key number at the same time

Using Headers and Footers

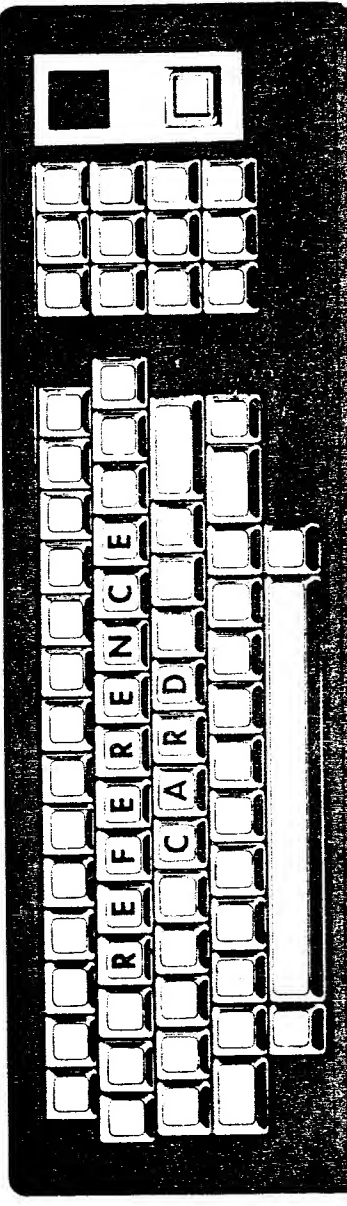
Set up header and footer page

1. Press any arrow key, **H** or **F**
2. Type **E** or **O** for even or odd page printing
3. Type header or footer text
4. Type **CLEAR P** (use lowercase p) to indicate location of auto page number
5. Press any arrow key, **N** or **L** and answer the prompts to return to the document

Getting Help

Access the Help screen **CTRL H**

Superscript



TRSDOS Commands and Start Up

Duplicate a disk
Begin using SuperSCRIPT
Copy a file to another disk
Erase a file from a disk

Opening and Closing a Document

Open a document
Write to disk without quitting
Quit document return to Main Menu

Setting Margins and Tabs

Set margin width
Move to next tab
Move to next tab and treat as align tab
Move to indent tab

Edit tab line
Clear tab or margin
Save tab line
Recall a tab line
Lock in tab line
Cancel tab line edit

Moving the Cursor

Simple Editing

Replace character
Capital mode
Center paragraph
Force new page
Insert two or more spaces
Insert text
Delete a character

Searching Text

Blocking Text

Define a block of text
Start block-actions

Viewing Formatting Codes

Editing with Blocks

Adjust a block to a new format line
Copy a block of text
Delete a block of text
Freeze text from reformatting
Hyphenate a block of text
Change linespacing of a block
Move a block of text
Search for text within a block

Printing

Print document
Print block of text
Interrupt printing
Begin and End (Print control codes)

Programming and Executing User Keys

Using Headers and Footers

Getting Help

TRSDOS Commands and Start Up

Duplicate a disk

1. At TRSDOS Ready, type **BACKUP**
2. Press **ENTER**
3. Answer the prompts

Begin using SuperSCRIPT

1. At TRSDOS Ready, type **SCRIPTSIT**
2. Press **ENTER**

Copy a file to another disk

1. At TRSDOS Ready, type **COPY** filename **d** (Where "d" is the drive number)
2. Press **ENTER**

Erase a file from a disk

1. At TRSDOS Ready, type **KILL** filename
2. Press **ENTER**

Opening and Closing a Document

Open a document

1. Display the Main Menu
2. Press **O**
3. Type the document name
4. Press **ENTER**
5. Select the Open Document options
6. Press **ENTER**

Write to disk without quitting

CTRL W

Quit document, return to Main Menu

CTRL Q

Setting Margins and Tabs

Set margin width

1. Position cursor at new margin
2. Press **CTRL M**
3. Type **L**, **R**, or **I**

Move to next tab

SHIFT -

Move to next tab and treat as align tab

CTRL A

Move to indent tab

ENTER

Edit tab line

CTRL T

After pressing **CTRL T**,

Set left margin

I

right margin

O

indent tab

I

regular or align tab

T or **+**

Clear tab or margin

- or **SPACE BAR**

Save tab line

1. Type **S**
2. Type tab line number (**0-9**, or **S**)

Recall a tab line

1. Type **R**
2. Type tab line number (**0-9**)

Lock in tab line

ENTER

Cancel tab line edit

BREAK

Moving the Cursor

Move cursor

right one space **-**
left one space **-**
up one line **I**
down one line **I**
to next tab **SHIFT -**
to left margin **SHIFT -**
to beginning of document **SHIFT I**
to end of document **SHIFT I**
to footer page **ARROW F**
to header page **ARROW H**

Move cursor to previous

word **I** or **-W**
paragraph **I** or **-G**
page **I** or **-P**
video page **I** or **-V**

Move cursor to next

word **I** or **-W**
paragraph **I** or **-G**
page **I** or **-P**
video page **-** or **-V**

Move cursor to specific

line number **ARROW L**
page number **ARROW N**
characters **ARROW S**

Simple Editing

Replace Character

1. Position cursor on character
2. Type new character

Capital mode

SHIFT CTRL

Center paragraph

CTRL C

Force new page

CTRL N

Insert two or more spaces

SHIFT SPACE BAR

Insert text

1. Position cursor for insert
2. Press **CTRL I**
3. Type text
4. Press **BREAK** or **CTRL D**

Delete a character

1. Position cursor for delete
2. Press **CTRL D**

Searching Text

Search and replace specified characters from current cursor position

1. Press **CTRL G**
2. Answer the Global Search and Replace prompts
3. Press **ENTER**
4. Answer the prompts, if any